

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2 ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

Supplement No.: RM/GBCG-2005-2

Effective Date: May 9, 2005

Duration: Effective until superseded or removed

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Posting Instructions: Supplements are numbered consecutively by Handbook number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

New Document(s):	NWCG HB2_40	6 Pages
Superseded Document(s) by Issuance Number and Effective Date	NWCG HB2_40 (RM/GBCG 2003-4, 4/18/2003)	4 Pages

Digest:

43 – Changes the Rocky Basin Buying Team mobilization and adds Buying Team Performance Evaluation form.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION**

43 - BUYING TEAM COORDINATION

Only individuals with delegated procurement authority are authorized to make purchases. Do not purchase expensive or deluxe items when lower cost items will meet the needs. Follow procedures set forth in the Buying Team Standard Operating Procedures.

1. Buying Team Coordinator.
 - a. Provides Buying Team training for the Rocky/Basin Geographic Area.
 - b. Works with National Buying Team Coordinator maintaining and disseminating information beneficial to the Buying Teams.
 - c. Maintains contact with all Rocky/Basin Buying Team leaders to ensure effective communications between teams.
 - d. Certifies that team members meet qualifications and training standards.
 - e. Assigns personnel to fill vacancies on established teams.
 - f. Coordinates and assigns Alternates and Trainees to Type 1 and Type 2 Buying Teams.

The Buying Team Coordinator for the Rocky/Basin Geographic Area is:

Diana Patera
U.S. Forest Service
P.O. Box 25127
Lakewood, CO 80225-0127
303/275-5288 (work)
303/601-0968 (cell)

2. Buying Teams. The Rocky Mountain and Great Basin Geographic Areas have established Two Type 1 and Four Type 2 Buying Teams. The teams are on a 1-week on call rotation schedule. Type 1 Buying Teams begin the season on the same rotation schedule as the Type 1 Incident Management Teams (IMT's); however, each team is a single entity and is not attached to one another. When activated, a Buying Team will be assigned to and work for the Line Officer or designated Agency Representative of the host unit. The teams will be requested as a team only, through established dispatch channels and not as miscellaneous overhead. If units need additional procurement assistance, orders may be placed for the specific required positions. The Agency Representative will provide those accommodations and services that are necessary for the unit to function.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION**

a. Type 1 Buying Teams. The Great Basin and Rocky Mountain Geographic Area have two (2) Type 1 Buying Teams on a combined Great Basin/Rocky Mountain rotation. One of the Type 1 Buying Teams is also on national rotation for assignments outside the geographic area. This team will be identified on the national rotation as “Rocky Basin”. The Geographic Area Teams will be identified by the Buying Team Leader’s last name. Buying Teams will comply with the Rocky Mountain/Great Basin Buying Team Standard Operating Procedures.

Type 1 Buying Teams consist of seven (7) positions: Each team shall have at least one GS-1102 contracting officer with a minimum of \$100,000 warrant authority. These teams shall consist of a leader, assistant leader, one additional procurement officer, three support personnel with micro purchase authority, and one trainee. Primary team members must be from the Rocky/Basin Geographic Area. Support personnel from the incident agency such as runners may be used.

b. Type 2 Buying Teams. The Great Basin and Rocky Mountain Geographic Area have four (4) Type 2 Buying Teams on a combined Great Basin/Rocky Mountain rotation. The Geographic Area Teams will be identified by the Buying Team Leader’s last name. Buying Teams will comply with the Rocky Mountain/Great Basin Buying Team Standard Operating Procedures.

Type 2 Buying Teams are four member teams consisting of a leader, two support personnel with micro purchase authority, and one trainee position. These teams are used exclusively within the Rocky/Basin Area. These teams consist of at least one GS-1105 Purchasing Agent with \$25,000 or above. Primary members must be from the Rocky/Basin Geographic Area. Support personnel (such as runners) may be added as needed to supplement the primary team.

3. Mobilization and Demobilization within the Rocky/Basin Area. Type 1 Buying Teams (7 members) are ordered for all Type 1 incidents in the Great Basin Geographic Area. This is not required in the Rocky Mountain Geographic Area.

Type 2 Buying Teams (4 members) are ordered for all Type 2 incidents in the Great Basin Geographic Area. This is not required in the Rocky Mountain Geographic Area.

Once a team has been mobilized, the next team in rotation will be notified and placed on 24 hour call status for the 7 day period. Once a team has been demobilized, regardless of length of assignment they will move to the last position in the rotation.

4. Responsibilities. The Buying Team works for the Incident Agency and reports to the Line Officer or designated Agency Representative of the host unit to support procurement activities.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION**

The agency representative shall complete the Buying Team Performance Evaluations (ex. 01) for all incidents within their jurisdiction. Give one copy of the completed performance evaluations to the Buying Team Leader and forward one copy to the Rocky/Basin Buying Team Coordinator (see paragraph 1. above) who will then forward a copy to the Rocky/Basin Incident Business Committee.

The responsibilities of the Buying Team and its members are detailed in the National Interagency Team Guide, PMS 315. If contradictions occur, the Incident Business Management Handbook and the Mobilization Guide take precedence.

The following training is required for all buying team members, including alternates and trainees:

1. Rocky/Basin Buying Team training (held every other year). *
2. I-100, Intro to Incident Command System.
3. S-110, Wildland Fire Suppression Orientation.
4. S-260, Interagency Incident Business Management.
5. Purchase Card and Convenience Check training.

The following training is recommended for all Buying Team members, including alternates and trainees:

6. D-110, Dispatch Recorder.
7. I-200, Basic Incident Command System.
8. S-261, Applied Interagency Incident Business Management.
9. National Interagency Buying Team Guide (self-study).
10. Interagency Fire Procurement Training (off the shelf).

Additional training recommended for Buying Team leaders and any GS-1102 personnel on the team:

11. S-360, Finance/Administration Unit Leader.

* Rocky/Basin Buying Team Meeting(s) will be held on years when training is not scheduled.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION**

43 – Exhibit 01

BUYING TEAM PERFORMANCE EVALUATION

Instruction: The Line Officer or Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. The Buying Team Leader shall forward a copy of the rating to the geographic area buying team coordinator.

Incident Name: _____ **Date:** _____

Incident Agency: _____

Buying Team Name: _____

Evaluators Name & Position: _____

Evaluators Phone No.: _____

1) Was the Leader an effective manager of the Buying Team and its activities?

Above Satisfactory Satisfactory Below Satisfactory

2) Was it obvious that the Leader was in charge?

Above Satisfactory Satisfactory Below Satisfactory

3) Did the Buying Team adhere to the Incident Business Management Handbook rules and policy?

Above Satisfactory Satisfactory Below Satisfactory

4) Did the Buying Team evaluate the availability of goods and services, prices, and delivery costs, and did the team select the source best meeting incident needs?

Above Satisfactory Satisfactory Below Satisfactory

5) Did the Buying Team make sound cost management decisions and provide documentation to support their decision?

Above Satisfactory Satisfactory Below Satisfactory

6) Was the Buying Team prompt in supplying goods and services for the incident?

Above Satisfactory Satisfactory Below Satisfactory

7) Was the Buying Team sensitive to local community issues, local businesses, local contractors, and local land owners?

Above Satisfactory Satisfactory Below Satisfactory

8) Was the Buying Team effective in negotiating and issuing EERA's and Emergency Facilities and Land Use Agreements?

Above Satisfactory Satisfactory Below Satisfactory

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION**

43 – Exhibit 01—Continued

9) How well did the Buying Team manage accountable property?

Above Satisfactory Satisfactory Below Satisfactory

10) How was the Buying Team's performance in settling claims (if applicable)?

Above Satisfactory Satisfactory Below Satisfactory

11) How was the Buying Team's ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads?

Above Satisfactory Satisfactory Below Satisfactory

12) How was the Buying Team's coordination and cooperation with the incident agency?

Above Satisfactory Satisfactory Below Satisfactory

13) How was the Buying Team's coordination and cooperation with expanded dispatch?

Above Satisfactory Satisfactory Below Satisfactory

14) How was the Buying Team's coordination and cooperation with the IMT?

Above Satisfactory Satisfactory Below Satisfactory

15) How was the Buying Team's coordination and cooperation with the Agency Rep. or IBA?

Above Satisfactory Satisfactory Below Satisfactory

16) Was the Buying Team's documentation package complete and submitted appropriately?

Above Satisfactory Satisfactory Below Satisfactory

17) Did the Buying Team present a positive attitude and work in a professional manner?

Above Satisfactory Satisfactory Below Satisfactory

18) What one thing would you recommend for this Buying Team to concentrate on improving?

19) Describe how the Buying Team exceeded your expectations

This evaluation has been discussed by and between the:

Line Officer or Designated Agency Representative

Signature: _____ Date: _____

Buying Team Leader

Signature: _____ Date: _____

For any Below Satisfactory rating, please include an explanation.